



Finance/Administration
DEPUTY TREASURER
Permanent – Full Time (35 hours/week)

Department: Administration
Division: Finance
Reports To: Director of Finance/Treasurer
Starting Date: May 2024

Offering both a small urban and a rural countryside experience, North Middlesex is home to 6,700 residents and growing! We are a community of abundant talent, rich history, natural beauty, and bountiful resources. Working within our Strategic Plan, to lead, live and invest in a dynamic, inclusive community, and committing to our values of Community, Integrity, Innovation, Collaboration and Stewardship.

Position Summary

As a member of the municipality's Finance team, the Deputy Treasurer is responsible for managing the Municipality's Finance Department's day to day activities. This position will ensure finance functions and tasks are completed in accordance with Public Sector Accounting Board (PSAB) standard, appropriate legislation including the Ontario Municipal Act and Assessment Act and Municipal policies and procedures.

Corporate expectation is for the position to review ongoing transactions that involve Municipal finance, accounting, budgeting, and accountability for analysis and reporting. Provides leadership, guidance, and support to staff in the Finance Department, as well as advice, guidance and direction concerning finance and accounting activities throughout the corporation. Controls departmental resources under the position's direction – money, material, equipment, information, and time. This position is responsible for the maintenance of asset data, and coordinating asset management planning activities, including developing policies and procedures, data integration, managing analysis of levels of service and life cycles, and forecasting.

Qualifications and Experience

Preferred Experience

Education (degree/diploma/certifications)

- Undergraduate university degree or college diploma in business administration with an emphasis in accounting or related field, or equivalent experience.
- Municipal Tax Administration Program (MTAP) is considered an asset.
- Previous work experience supervising and managing staff.

Experience

- Minimum of Five (5) years of experience in a related field; commerce, accounting or finance.
- Municipal experience is considered an asset.

Skills and Abilities

- Demonstrated ability to use reliable judgment and maintain confidentiality.
- Detail oriented and ability to compile, audit, verify, and research information and data.
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusion or approaches to problems.
- Exceptional communication skills (written and verbal and presentation)
- Ability to work independently and as a team member.

- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to staff in a consistent and fair manner.
- Excellent customer service and interpersonal skills.
- Strong organizational skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands and meet deadlines.

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background.

Hours & Conditions of Work

Normal work hours are Monday – Friday – 35 hours per week.

What we Offer:

- Compensation – \$73,353 – \$85,813
- Comprehensive health and dental benefits
- Participation in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee Family Assistance Program
- Ongoing training and development

Submission of Application:

<https://www.northmiddlesex.on.ca/careers>

Closing Date: May 10, 2024 – 4:30 p.m.

A complete position description can be viewed on the North Middlesex Website. We thank all candidates in advance. However, only those candidates selected for an interview will be contacted.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.